



FAQ Number: 1608

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Question: What is the format for entering my CVI authorization number when I am prompted for it, for example, during CVI training?

Answer:

Your CVI Authorized User Number which is found is on your CVI certificate. The number is comprised of, and should be entered as, two strings of numbers. The first string of numbers is the date you were certified with the format of YYYYMMDD. The second is a unique sequential numeric identifier. For example, your CVI number might be as follows: 20080101 - 1234567.

When prompted, you must supply the complete CVI number. For example, if you are retaking CVI training, you will see a prompt beginning “CVI” followed by two blanks. Type or copy the first part of your CVI number (i.e., the date) into the first blank and then place the unique numeric identifier in the second blank. Contact the CSAT Help Desk at 866-323-2957 if you cannot remember your CVI Authorized User Number.